



WICOMICO COUNTY GOVERNMENT
CIRCUIT COURT FOR WICOMICO COUNTY
JUDICIAL ADMINISTRATIVE OFFICE ASSOCIATE I

Full-Time

Salary: \$23,456 - \$43,399

Full Benefits

DUTIES: This excepted appointment position serves at the pleasure of the County Administrative Judge and will provide clerical and administrative support to the Judges, Law Clerks, Assignment and other Circuit Court staff, including performing receptionist duties, working with court files, drafting/typing orders and reports and other administrative support.

EDUCATION/REQUIREMENTS: High school graduate with at least five (5) years of professional office experience, preferably as a legal secretary, assistant, or paralegal. Associate's Degree preferred in paralegal studies, criminal justice, or public or business administration. Proficiency with Microsoft Office is required. Must pass a background check and drug testing.

CLOSING DATE: 5:00P.M., Friday, October 14, 2016.

APPLY: Send Application, Resume and List of References to:

Wicomico County
Department of Human Resources
125 N. Division St.
Salisbury, MD 21801
410-334-3105 FAX: 410-334-3111
Web site: www.wicomicocounty.org
Email: hr@wicomicocounty.org

EOE